

## **DRIVER**

### **DEFINITION**

To safely operate a County vehicle to drive authorized clients to and from scheduled medical and other program-related appointments; to ensure the assigned vehicle is in safe operating condition; to maintain records and reports of trip information as required; and to perform other related departmental duties and responsibilities as required.

This job class is responsible for ensuring the safety of clients at all times during trips. Clients may come from diverse backgrounds, including senior citizens and persons with disabilities. This position requires compassion, patience, and tolerance.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Drives a County vehicle to transport clients safely in accordance with authorized, pre-approved schedules, both within and outside of the County.

Provides safe, courteous and efficient transportation for clients. This may include, but is not limited to: transporting clients; assisting clients in and out of the vehicle; and escorting clients to appointments, as necessary.

Maintains accurate record keeping of trip information and vehicle mileage logs. Prepares reports of driving hazards, accidents and/or passenger incidents.

Maintains current required licenses and certificates.

Cleans vehicle interior and exterior as needed to ensure it is in safe operating condition.

Performs other related duties similar to the above in scope and function, as required.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

The California State Motor Vehicle code, as it relates to the operation of vehicles used in transporting passengers.

Safe driving practices.

CPR and first aid techniques.

#### **Ability to:**

Operate a two-way radio.

Read and interpret a map or navigation app.

Remain calm in emergency situations.

Understand and follow both oral and written instructions independently.

Exercise good judgment and extreme caution while operating a transportation vehicle.

Maintain records and logs related to vehicle maintenance and the transportation of passengers.

Exhibit compassion, patience, and tolerance.

### **TYPICAL WORKING CONDITIONS**

Incumbent drives and operates County vehicles while transporting clients. Worker may be exposed to traffic hazards, air contaminants, adverse weather conditions, varying temperature and noise extremes, wetness, humidity, fumes, dusts, odors, pathogens, and vibration.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to drive vehicles for extended periods of time, as well as the ability to sit, walk, stand, climb, balance, stoop, kneel, push, crawl, crouch, twist, and reach while performing work. Daily duties require visual acuity, sound perception and discrimination, and oral communications capability.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Qualified work experience in driving and dealing directly with people.

#### **Education:**

Graduation from high school or equivalent.

### **ADDITIONAL REQUIREMENTS:**

Possession of a valid and appropriate California Driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

A safe driving record.

A valid CPR and first aid certificate, or the ability to obtain one within 30 days of hire.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**